



# County of San Diego

## DEPARTMENT OF PARKS AND RECREATION

BRIAN ALBRIGHT  
DIRECTOR

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[www.sdparks.org](http://www.sdparks.org)

**Job Title:**           **Graphic Design/Web Intern (Seasonal)**

**Pay Rate:**           \$10.03 - \$12.19 Hourly

The County of San Diego Department of Parks and Recreation seeks a paid intern specializing in graphic and web design.

This internship will give the candidate valuable real-world experience in print and web design, as well as provide the Department of Parks and Recreation with additional manpower to satisfy the demand. This internship is anticipated to last one year. The intern will work at least 15-hours per week during the semester for a minimum of 150 hours per semester. During summer months, if available, the Intern can work up to 40-hours a week to help satisfy the required hours for college credit. Those hours may be worked in any combination at the discretion of the intern and the supervisor. Please note: This is an at-will, hourly, temporary, non-benefited opportunity.

**Duties will include but are not limited to:**

1. Develop and design creative pieces for marketing programs and promotional campaigns (web graphics/banners, online ads, eBlasts, brochures, posters, print advertisements, signs, direct mail pieces, animated GIFs, forms, etc.).
2. Uses computer programs, or other techniques to prepare graphical elements in accordance with established specifications.
3. Review final artwork for accuracy and completeness of texts and layouts to ensure design is aligned with branding standards.
4. Assists with the management of Parks and Recreation website to help streamline overall layout and design on a regular basis which also includes regular website updates.
5. May assist higher level professional staff to produce visual displays such as graphics, videos, etc.
6. Attend weekly team meetings and assist with brainstorming strategies.

**Desired Knowledge/Ability**

- Methods and techniques of graphic design and reproduction.
- Layout design of brochures, manuals, newsletters, and other media.
- Methods and techniques used to produce directional signs and visual aids.
- Methods and techniques used to create large format materials for print.



- Proficient in graphic design applications such as (but not limited to): Adobe Creative Suite including Adobe InDesign, CS, Illustrator CS and Photoshop CS, Dreamweaver, Microsoft Office Products (Word, Excel, PowerPoint), etc.
- Knowledge on the principles of design for production processes and printing techniques.
- Produce work in a timely manner in response to requests for County staff.
- Incorporate graphic design concepts and design layout for publications, visual aids, brochures, forms, web, and other media.
- Proofread and edit documents and artwork for accuracy, completeness, and conformance to specifications.
- Safely operate and use computers, graphics software, and other modern office or graphic production tools and equipment.
- Ability to independently prioritize projects and recommend the most efficient techniques to get the project completed.
- Communicate effectively orally and in writing.
- Able to take constructive criticism.
- Ability to be flexible and adaptable to change.
- Maintain a clean and orderly work area.
- Excellent writing, editing, and attention-to-detail skills.

**Eligibility:**

- Must be a junior or higher level standing in college/university.
- Must be able to provide a copy of transcripts proving verifying enrollment status.
- Must be enrolled in at least 6 units a semester, with a 2.5 GPA or better.

Please mail completed application, one portfolio piece of your choosing, and resume to:

**County Parks and Recreation Department**  
**Attn: Shannon Singler**  
**5500 Overland Dr., Suite 410**  
**San Diego, CA 92123**

For additional information or questions about the position, please contact Shannon Singler at (858) 966-1331.

